

OTR 79-1015

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DD/A Registry

File Training-6

MEMORANDUM FOR: Director of Central Intelligence  
VIA: Deputy Director of Central Intelligence  
FROM: Don I. Wortman  
Deputy Director for Administration  
SUBJECT: Accountability Practices in Office of  
Training Courses ☐

1. This memorandum, for your information, reports on the current status of steps to strengthen accountability in Office of Training (OTR) courses. ☐

2. The Office of Training has had as one of its primary objectives the goal of improving the extent and quality of student accountability practices in its curriculum. This goal has been a directorate-level objective in the Management by Objectives program for the past two years and an OTR goal in the Goals Management Program. ☐

3. As the guideline, accountability has been defined as providing "observable evidence that learning is taking, or has taken, place." In all instances, active participation by students and staff instructors is emphasized, in contrast to a passive learning mode of listening to guest speakers. Four of the five major areas of OTR instruction--operations, language, information science, and management training--lend themselves readily to accountability practices. The fifth instructional group--general or orientation courses--is more difficult. By working at the task and with experimentation, however, even such general courses as the CIA Senior Seminar and Midcareer Course now incorporate significant accountability steps. Attachment 1 contains a description of accountability in the four skills areas plus a more detailed identification of those measures in the general or orientation courses. Attachment 2 includes several papers resulting from course work. ☐

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4. The Office of Training is committed to accountability as an integral part of curriculum design, and we intend to continue to emphasize these practices with periodic reviews in order to ensure a quality training program. Unless you indicate otherwise, however, we plan to drop continued reporting on this subject as a Directorate objective in the Goals Management Program. ☐

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DON WORTMAN

Don I. Wortman

Attachments:  
As Stated

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ORIGINATOR: \_\_\_\_\_

Acting Director of Training

DATE: 29 MAR 1979

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